



# Glenmoor & Winton Academies

## High Achievement – High Standards

Part of United Learning

### JOB DESCRIPTION

<b>Post:</b>	Head of Geography
<b>Reporting to:</b>	Head of Humanities
<b>Responsible for:</b>	4 Teaching staff
<b>Liaising with:</b>	Principal /Other SLT, other Heads of Department, Heads of Year and other relevant staff

### Main Areas of Responsibility and Accountability:

- To be a positive role model within both the geography department and the whole Academies for both pupils and staff;
- To oversee and develop appropriate geography pedagogy and methodology within the humanities department;
- To lead all department members in the formulation of aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academies;
- To manage the monitoring and evaluation of all aspects of work within the geography department and to contribute within the framework of the Academies' self-evaluation processes;
- To formally observe all members of the department teaching on at least 2 occasions each Academic year and to provide constructive feedback;
- To ensure that there is a positive climate for learning within the geography department;
- To be responsible in ensuring that there are high expectations of teaching and learning throughout the department;
- To lead the geography department in actively using data and all other relevant information to monitor and follow up student progress;
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the teaching and learning within the department;
- To be responsible for maintaining a safe learning environment in line with the requirements of Health and Safety and ensuring that all staff follow all relevant procedures

**Executive Principal:** Mr Ben Antell

**Principal:** Mr Stuart Ingram

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Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Glenmoor and Winton Academies

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### Management of Teaching and Learning within the Geography Department:

- To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the department;
- To liaise with the Head of Humanities (line manager) to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which supports the main foci within the whole Academies development plan;
- To lead curriculum development within the whole department;
- To keep up to date with local and national developments in the subject area and teaching practice and methodology;
- To actively monitor and respond to curriculum developments and initiatives within geography
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles;
- To ensure that all schemes of work and all teachers cater for the needs of all students, irrespective of ability;
- To manage behaviour within the geography department to ensure that teachers can teach and students can learn;
- To lead the departmental system for the tracking of student progress, the setting of student targets and to work towards their achievement;
- To be responsible that all students are correctly and appropriately entered for all external examinations;
- To ensure the maintenance of accurate and up to date information concerning the department;
- To make use of performance data within the department to support teaching and learning;
- To ensure that all reports within the department are completed by the times stated and to a professional standard;
- To contribute to all Academies procedures in respect of lesson observation;
- To observe all members of the department on at least 2 occasions each year;
- To ensure that the departmental management file is kept up to date and accurately reflects all aspects of teaching and learning within the geography department.

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## Management of Staff within the Geography Department:

- To work with the Head of Humanities (line manager) to ensure that staff development needs are identified and that appropriate programmes are designed to meet their needs;
- To line manage 4 staff through the entire appraisal process ensuring that challenging objectives are set which reflect both individual need and that of the Academies;
- To make appropriate work arrangements for classes when staff are absent, ensuring appropriate work within the department liaising with the cover teacher or cover supervisor;
- To participate in the selection process for new staff within the geography department;
- To ensure an effective induction into the department and the Academies for new staff;
- To be responsible for the day to day management of staff within the geography department and to act as a positive role model;
- To be the lead practitioner within the department and adopt coaching or mentoring strategies when appropriate
- To chair department meetings and to ensure that members of the department are clear as to their own specific responsibilities;
- To promote teamwork and to motivate staff to ensure an effective working relationship;
- To offer advice and support where necessary on such issues as threshold, upper pay spine, references, promotion, induction and ITT

## Communications:

- To ensure that all members of the department are familiar with its aims and objectives;
- To be responsible for all relevant information from Heads of Department meetings is disseminated to staff;
- To ensure effective communication/consultation as appropriate with parents of students;
- To represent department views in relevant forum;
- To liaise with relevant external bodies

## Resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down. This includes deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping accurate and appropriate records;
- To ensure that risk assessments are organised where departmental activities necessitate such;
- To be responsible that the whole department provides an environment that is conducive to good teaching and learning

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